



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 06-12, Implementation of Time Manager

Date: August 14, 2006

To: Holders of the Payroll/Personnel Manual  
Agency Personnel Offices  
Personnel Officers  
Personnel Users Groups  
T&A Contact Points

This bulletin is being issued to announce the implementation of new functionalities of the Employee Personal Page (EPP). Effective August 21, 2006, the Time Manager option of EPP will be available. Also included with this bulletin is a flyer for use in announcing these new functionalities to employees.

The Time Manager option provides employees with two types of new functionalities, the automated leave calculator and daily entry.

- The leave calculator provides an automated mechanism to track leave usage instead of using a manual leave calendar card. It will automatically appear within the EPP Time Manager tab for all EPP users.
- The daily entry function provides employees the ability to enter their T&A data on a daily basis and establish a default schedule to use as a starting point each pay period. Each agency must elect to offer their employees this daily entry option through the System for Time and Attendance Reporting (STAR) 5.0 before they can begin using this feature of the EPP. This option is activated at the contact point level.

Easy-to-use help is available for EPP by clicking **Help** at the top of each window. A detailed Leave Calculator Guide is also available from the help menu in EPP.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about the Time Manager option to the Payroll/Personnel Call Center at **504-255-5230**.

MARK J. HAZUDA, Director  
Government Employees Services Division

Attachment

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- How do I access the EPP? You can access the EPP from NFC's home page at [www.nfc.usda.gov](http://www.nfc.usda.gov) by selecting the EPP icon. Once selected, you simply click on the button that says "Sign Up" and a request will be processed for your Personal Identification Number (PIN) to be sent to your residence address. This PIN will allow you to log in to the EPP. Your PIN must be changed on the first access of the EPP and should be changed periodically thereafter to ensure confidentiality.

If you need additional information on the EPP, please contact your personnel office.

Why use the EPP? It is convenient, reliable, and easy to navigate. It can be accessed 24-hours a day, 7 days a week, from any PC with Internet access. It provides a wealth of your personal information when you need it and the ability to easily change your data at your discretion.

